

Advice Sheet for Article Submission

Background

This document provides hints and tips for submitting articles for News & Views.

Revision History

This document was last reviewed and updated 19/01/2026 (RJE).

Submitting Text

You can submit your articles:

- as a Word document (.doc or .docx)
- in plain text or in rich text format (RTF)
- Open Office (.odt)

It is preferable to receive the text if it comes as an attachment to an email rather than in the body of the email.

Please do not enclose instructions in the body text of articles, for example: picture enclosed, colour this red. It becomes embarrassing if they are missed and appear in the published magazine.

Text Formatting

It is preferable to receive text with no formatting – such as **bold titles**, **coloured text**, and *handwriting fonts*.

The text has to be formatted to the house style to be inserted into the magazine template using Affinity¹ Publisher 2.

Spelling and grammar

Do check spelling and grammar before submitting your article.

Ensure your spell checker is set to English (United Kingdom).

Get someone to read your work for you. You can read the same text over and over and still miss the mistake that someone else spots instantly

¹ “Affinity” is a registered trademarks of Serif Europe Ltd

Word Counts

Space in News & Views is limited - be thoughtful about how much you write.

A full page of text contains about 900 words and half a page is about 425 words.

Both of these are without the inclusion of a picture which will take up the space of about 100 words.

Pictures

Include any photographs to be included in the article as attachments to the email.

Many email servers cannot manage pictures larger than 5mb.

If you are sending more than one image and they add up to more than 5mb then send them as attachments in separate emails.

If the picture is too large you might try Winzip² or Stuffit³ to compress the size.

If you need to send images larger than 5mb then put them on a CD and send them well in advance.

House Style

This list details some of the house style guidelines:

- use Calibri 10 pt to write your article
- give the name of your choir
- provide the name of your group
- say who is submitting the article
- give your article a short snappy title
- dates do not use st, nd, rd or th
- abbreviations do not use full stops
- song titles are shown in *italics*
- quotations are shown with 'single' quotation marks not "double"

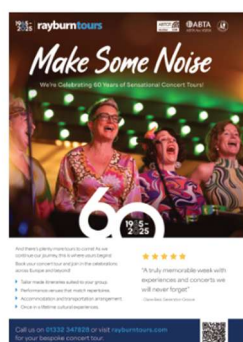
² Copyright © 2025 Corel Corporation

³ Copyright © 2025 Smith Micro Software, Inc

Adverts

Adverts may be submitted in several sizes. For costs of advertising contact Services Officer at services.officer@nationalassociationofchoirs.org.uk.

Advert	Description
Full Page	(Portrait) 210x297mm With 3mm bleed if required 216 x 303mm Recommended Image Area 190x277
½ Page	(Landscape) 210x148mm With 3mm bleed if required. 216 x 154mm Recommended Image Area 190x128mm
¼ Page	(Portrait) 90x138mm



Full Page



½ Page



¼ Page

If adverts are supplied portrait instead of landscape, it is not possible to make a true ½ page advert without effectively using the whole page. We will therefore place the ad to the maximum size that the layout permits, though it is likely to be smaller in total area than a landscape ½ page advert.

Adverts may be inserted FREE if they take up less than 1½ column inches or contain less than 50 words.

Adverts may be supplied as print ready PDFs.

Example article

The following article has been written to demonstrate the 'House Style' of News & Views:

Successful North Yorkshire Tour

Bestwood Male Voice Choir — Midlands East — Peter Fletcher



Bestwood Male Voice Choir, under their Musical Director Mirek Rus, recently enjoyed a very enjoyable and successful tour of North Yorkshire from Thursday 27 to Monday 31 March 2025.



Travelling by coach, 26 choir members joined by 24 wives, partners and friends were blessed with wonderfully unseasonable weather during the 5 day stay at the Esplanade Hotel in Scarborough.

On the Friday evening the choir performed at St Stephen's Church in Snainton, a small village between Pickering and Scarborough.

The varied programme included solos by current Chairman David Riley, past Chairman Colin Pursglove and Accompanist John Mark Rose.

A packed and very enthusiastic audience gave a standing ovation at the end of the concert, which was successful in raising £800 towards an appeal to raise much needed funds for the restoration of the church's historic Lychgate, dating back to 1150.

On the Saturday evening the choir was joined by the Ryedale Voices, a mixed community choir formed in 2019 by their Musical Director Alison Davies.

The concert took place at the recently, beautifully refurbished Wesley Centre in Malton, which in the recent past has hosted concerts by some well-known artists including Julian Lloyd Webber and Lesley Garrett.

A large audience enjoyed the mixture of both male and mixed voices of the two choirs, with a wide variety of songs, as well as a delightful solo from Bestwood MVC's Accompanist, John Mark Rose.

After dinner on the Sunday evening, the choir rounded off the weekend by performing for the guests in the Esplanade Hotel and received another warm reception, ending with an enthusiastic round of applause and a 'bucket collection' in aid of choir funds.

All in all, a wonderful time of music and fellowship, highlighting the uplifting benefits of being part of a choir.

